NHINCC - MONTHLY CALL MEETING NOTES 5 20 10

NHIN Coordinating Committee

Monthly Call

Meeting Notes: 5/20/10 (10:00 – 11:00 am EST)

NOTE: *Portions of the meeting notes related to Confidential Participant Information may have been removed.*

Committee Members (attendance signified with a "✓")

NHIN Production Participant Members

- ✓ Michael Matthews, MedVirginia (NHIN-CC Chair)
- ✓ Jim Winn, SSA
  Stephania Griffin, VA

- ✓ John Mattison, Kaiser Permanente
- ✓ Stone Quillian, DoD
- ✓ Charlie Magruder, CDC

NHIN Cooperative Representative Members

- ✓ Holt Anderson, NCHICA (NHIN-CC Vice-Chair)
  Marc Overhage, Regenstrief

ONC

- ✓ Mary Jo Deering
- ✓ Mariann Yeager (NHIN-CC Secretary)

Invited Subject Matter Experts

- ✓ Steve Gravely, Troutman Sanders
- ✓ Erin Whaley, Troutman Sanders
  Doug Fridsma, ONC Office of Standards and Interoperability
  Rich Kernan, NHIN Specifications Lead
  Jackie Key, NHIN Technical Team
  Leslie Power, ONC NHIN Testing Team

Confirmed Observers

- ✓ Doug Hill, ONC
- ✓ Charley Magruder, CDC
- ✓ Jean McGraw, MedVirginia
- ✓ Aaron Seib, NeHC
- ✓ Vernette Roberts, NeHC
- ✓ Brian Heckert, NeHC
- ✓ Jamie Ferguson, KP
- ✓ Alaina Crisplip, WVHIN
- ✓ Kate Cawley, Wright State
- ✓ Marty Prahl, SSA
- ✓ Melinda Machones, CHIC
- ✓ Jamie Bennett, VA
- ✓ Leslie Shaffer, TMA
- ✓ Andrew Weniger, NCHICA
- ✓ Rich Kernan, Deloitte/ONC
- ✓ Dave Riley, ONC
- ✓ Buff Colchogoff, ONC
- ✓ Justine Pierman, SSA

Meeting Summary

Agenda Topic #1: Identify participants

Discussion Summary: Roll call facilitated to identify NHIN CC members and observers present.
Decision / Outcome: See list of participants and observers noted above.
Action / Follow Up: N/A

Agenda Topic #2: Quorum

Discussion Summary: Committee Chair confirmed the NHIN CC members present and declared a quorum.
Decision / Outcome: Quorum was established since six of the voting members, including at least one Federal member and one non-Federal Type 1 member were present.
Action / Follow Up: N/A

Agenda Topic #3: Review Agenda

Discussion Summary: The agenda was reviewed and a request for any new business was made.
Decision / Outcome: No new business was raised.
Action / Follow Up: N/A

Agenda Topic #4: Approve 4/15/10 and 5/13/10 Meeting Notes

Discussion Summary: Meeting notes from 4/15/10 and 5/13/10 were reviewed by the NHINCC.
Decision / Outcome: A motion to approve the 4/15/10 meeting notes was made, seconded and approved without further discussion. A motion to approve the 5/13/10 meeting notes was made, seconded and approved without further discussion.
Action / Follow Up: Mark meeting notes as final and post to www.hhs/gov/healthit web site.

Agenda Topic #5: Status of face-to-face meeting of the NHINCC and ONC

Discussion Summary: During the April 15th NHINCC meeting, a suggestion was made that the NHINCC and ONC engage in a face-to-face strategy meeting to discuss various issues related to the NHIN Exchange and the broader NHIN. ONC will be hosting this meeting on June 8, 2010 in Washington, D.C. The NHINCC, ONC leadership, and select NeHC Board members have been invited to participate. The NHIN Cooperative will be invited to observe and participate in the first part of the meeting, after which the NHINCC will adjourn to Executive Session to discuss matters that involve Confidential Participant Information. While the agenda for the June 8th meeting is still being finalized, it will be built around understanding what the NHIN Exchange needs to continue and improve operations, and to grow and expand. Meeting participants will also discuss how the NHIN Exchange fits strategically in the bigger picture of the NHIN, ONC's overall HIT agenda and ONC's Standards & Interoperability Framework. Once the agenda is established, it will be circulated for review and comment.

Decision / Outcome - Summary: N/A

Action / Follow Up: The agenda for the June 8th meeting will be developed and circulated for review and comment.

Agenda Topic #6: NHIN CC Task Group Activities: Updates

Discussion Summary: In February 2010, the NHINCC established a work plan that describes how the NHINCC will fulfill its responsibilities in 2010 (available at http://healthit.hhs.gov/portal/server.pt/gateway/PTARGS_0_10741_911166_0_0_18/NHINCC_WorkPlan_Approved_2010Mar18.pdf).

The NHINCC established 4 Task Groups to assist with its efforts. Each Task Group will provide updates to the NHINCC at its monthly meetings.

- Strategic Issues Task Group: John Mattison, the Strategic Issues Task Group liaison, provided an activity report to the NHINCC. The Task Group originally began examining the composition of the NHINCC and addressing issues regarding scalability as the number of Participants increases. As a result of changing priorities within ONC, however, over the past month, the Task Group has put on hold discussions regarding NHINCC composition and instead explored the role and functions of the NHIN Technical Committee (NTC). Discussions regarding the role and functions of the NTC have focused on identifying which functions are necessary for the operations of the NHIN Exchange, the interplay of these functions with the broader Standards & Interoperability Framework, and how these functions can be performed most efficiently. The Task Group has developed a preliminary recommendation but is refining it before sharing it with the NHINCC. The recommendation will be shared with the NHINCC at its next meeting.

- DURSA Task Group: Jim Winn, the DURSA Task Group liaison, provided an activity report to the NHINCC. The DURSA Task Group has been focusing its activities on language in the DURSA regarding "Participants" and "Permitted Purposes." Currently, the DURSA recognizes four different categories of Participants: HIEs, IDSs, States and Federal agencies. The Task Group has identified different types of organizations that may become Participants in the future and is examining ways to include these different organizations within the DURSA language. Instead of listing each type of organization, the Task Group is leaning toward using more general language to describe the characteristics of a Participant. That being said, the Task Group thinks it is important to retain three overarching types of Participants – Federal, Governmental and Non-Governmental – because these categories are important for some obligations in the DURSA. The Task Group will also be recommending conforming revisions to NHINCC OP&P 1 to track any changes in DURSA and provide further clarification on Participant eligibility requirements. In addition to

reviewing language regarding Participants, the Task Group is also looking at expanding the definition of "Permitted Purposes" to include new use cases and to clarify some existing definitions (payment and healthcare operations). To the extent that other NHINCC members have experience regarding Permitted Purposes that they would like to share, they are invited to join the Task Group. Finally, the Task Group will review the DURSA language and discuss how to clarify that it only applies to Participants in the NHIN Exchange, not the broader NHIN. The Task Group will make recommendations on these issues to the NHINCC in a future meeting.

- Operating Policy & Procedures Task Group: Holt Anderson, the OP&P Task Group liaison, provided an activity report to the NHINCC. The OP&P Task Group has been working on revisions to OP&Ps 4 and 5. It is only presenting recommendations related to OP&P 5 at this time. On December 17, 2009, the NHINCC approved NHINCC OP&P 5: NHINCC Change Process – Operating Policies and Procedures. The purpose of NHINCC OP&P 5 is to set forth the procedures by which the NHINCC will fulfill its responsibilities under the DURSA for developing, maintaining, repealing, amending and retaining the NHINCC OP&Ps. Since NHINCC OP&P 5 was adopted in December, the NHINCC has had the opportunity to develop and amend various NHINCC OP&Ps. Further, the NHINCC has adopted an NHINCC OP&P related to the amendment of the DURSA. (Pursuant to the terms of the DURSA, the DURSA amendment process is similar to the NHINCC OP&P amendment process.) The OP&P Task Group is recommending changes to OP&P 5 that will make it more consistent with NHINCC OP&P 8 (the DURSA amendment process) and will provide additional specificity regarding the NHINCC OP&P change process. One of the key changes is to outline the Participant approval process for new or revised NHINCC OP&Ps. This Participant approval process will be exercised if the NHINCC endorses the Task Group's recommended revisions.

- Policy and Technical Task Group: The Policy & Technical Task Group was asked to review a proposed specification change put forth by the NHIN Technical Committee (NTC) and to make a recommendation to the NHINCC regarding the "materiality" of the proposed change. Mariann Yeager reported on the Task Group's recommendation. As background, Section 5 of the Data Use and Reciprocal Support Agreement (DURSA) provides that the NTC has the right to, among other things, oversee and adopt changes to NHIN Performance and Service Specifications. Pursuant to Section 5 and the related NHINCC OP&P 4: NHIN Change Process - Performance and Service Specifications, the NTC refers changes to the NHIN Performance and Service Specifications to the NHINCC and the NHINCC determines the "materiality" of the change. The NHINCC's determination of "materiality" determines the NTC's process for adopting a Performance and Service Specification change. The Participants were polled to determine the impact of the proposed specification change on their operations. The Task Group reviewed the results of this poll. Based on the results, the Task Group is recommending that the NHINCC find the proposed change "material" because it would require at least 20% of Participants to materially modify their existing agreements. The Task Group's discussions regarding materiality surfaced a question regarding how the number of Participants should be calculated for the purposes of determining materiality under the DURSA. Due to time constraints, the NHINCC delayed discussion of this issue to its next meeting. At a future meeting, the Policy & Technical Task Group will make recommendations for revisions to OP&P 4 related to version control and migration, and use of emergent specifications in the production environment. Finally, the Task Group will consider issues raised by the newly adopted Validation Plan and present recommendations to the NHINCC at a future meeting.

Decision / Outcome:

OP&P Task Group: A motion to approve the revisions to OP&P 5 was made, seconded and approved without further discussion.

Policy & Technical Task Group: A motion to declare the proposed specification change "Material" was made, seconded and approved without further discussion.

Action / Follow Up:

OP&P Task Group: Pursuant to the revised OP&P 5, the Participants will be asked to vote on approval of the revisions through an electronic survey.

Policy & Technical Task Group: The NHINCC Secretary will notify the NTC of the NHINCC's determination regarding the materiality of the proposed specific change. The NHINCC will discuss the process for calculating the number of Participants for materiality at its next monthly meeting.

Agenda Topic # 7: Timeline for Election of New Cooperative Representatives on NHINCC

Discussion Summary: The term for the two Cooperative Representatives on the NHINCC will expire in September. As a result, ONC will begin facilitating a process for the Cooperative to elect two new representatives to take office in September. ONC will put forth a call for nominees in June during the Cooperative call. Cooperative members will vote at the end of June. The new representatives will be announced at the beginning of July, attend the August NHINCC meeting for transition purposes and take office officially in September.

Decision / Outcome: N/A

Action / Follow Up: ONC will facilitate this process.

Agenda Topic #8: New Business

Discussion Summary: N/A
Decision / Outcome: N/A
Action / Follow Up: N/A

Agenda Topic #9: Meeting Schedule

Discussion Summary: N/A
Decision / Outcome:
- 6/8/10 – NHINCC in-person meeting with ONC
- 6/18 - Next Monthly NHIN-CC Call
- *Anticipated agenda items for next meeting:*
  - Approve 5/20/10 Meeting Notes
  - NHIN-CC Task Group Reports
  - Update on the in-person meeting with ONC
Action / Follow Up: Schedule calls and prepare agendas

Agenda Topic #13: Adjournment

Discussion Summary: The Chair asked whether there was any other business the NHINCC wanted to address. No other business was raised.
Decision / Outcome: A motion to adjourn was made, seconded and passed without further discussion. The meeting adjourned.

Action / Follow Up: N/A